
U.S. Department of Justice
Office on Violence Against Women

OVW

Grants to Encourage Arrest Policies
And Enforcement of Protection
Orders Program

Solicitation

LETTER OF INTENT DEADLINE:
December 16, 2004

GMS REGISTRATION DEADLINE:
January 5, 2005

APPLICATION DEADLINE:
January 12, 2005

**U.S. Department of Justice
Office on Violence Against Women**
810 7th Street, NW
Washington, DC 20531

John Ashcroft
Attorney General
U.S. Department of Justice

Diane Stuart
Director
Office on Violence Against Women

Department of Justice Response Center
1-800-421-6770

TTY
202-307-2277

Office on Violence Against Women
www.ojp.usdoj.gov/vawo

Grants to Encourage Arrest Policies and Enforcement
of Protection Orders Program
www.ojp.usdoj.gov/fundopps.htm

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

About the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program.

The Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program (hereinafter referred to as the Arrest Program) recognizes that domestic violence¹ is a crime that requires the criminal justice system to hold offenders accountable for their actions through investigation, arrest, and prosecution of violent offenders, and through close judicial scrutiny and management of offender behavior.

At each juncture in the criminal justice process, concerns for victim safety should guide the actions of all partners in the system. Criminal justice agencies must collaborate among themselves and in meaningful partnership with nonprofit, nongovernmental faith- and/or community- based sexual assault and domestic violence programs, including local shelters, victim service organizations and domestic violence coalitions, to ensure that victim safety is a paramount consideration in the development of any strategy to address domestic violence. Additionally, representatives from criminal justice agencies working to prevent and reduce domestic violence must have a clear understanding of the roles of governmental and nongovernmental victim assistance programs.

The primary purpose of the Arrest program is to encourage communities to adopt a coordinated community response (CCR) in the treatment of domestic violence as a serious violation of criminal law. This program challenges the entire community to listen, communicate, identify problems, and share ideas that will result in new responses to ensure victim safety and offender accountability.

¹As defined in section (42 U.S.C. § 3796hh-4 (1)) the term domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other adult person against a victim who is protected from that person's acts under the domestic or family violence laws of the eligible State, Indian tribal government, or unit of local government that receives a grant under the Program.

The Arrest Program challenges victim advocates, police officers, pre-trial service personnel, prosecutors, judges and other court personnel, probation and parole officers, and faith- and community-based leaders to work together to craft solutions to overcome the problem of domestic violence. All entities must collaborate to ensure that victim safety is a paramount consideration in developing their strategy to address domestic violence.

Availability of Funds

The ability of OVW to make awards under the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program in Fiscal Year 2005 is contingent upon Congressional appropriation of funds for that purpose.

Award Period

The award period for these grants will be 24 months. **Budgets must reflect 24 months of project activity.**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Budget caps will be considered based on the following service area population formula. If your service area includes a population of up to 500,000, your budget should not exceed \$400,000; over 500,000 but below 900,000, your budget should not exceed \$750,000; and 900,000 and over your budget should not exceed \$1,500,000. Applications should include a service area map identifying the service area to be served. Notwithstanding the aforementioned budgetary caps, OVW may negotiate the scope of work with applicants and adjust budgets accordingly prior to granting an award. Additionally, OVW may remove from further consideration applications that exceed the solicitation's budgetary caps. **Current grantees should note that continuation or supplemental funding is not guaranteed.** All applications will be subject to peer review and internal review by OVW staff and will be scored according to the criteria set forth in this solicitation. Applications with the highest composite scores will be eligible to be considered for funding.

Letter of Intent

All applicants who intend to apply for FY 2005 funding under this program are encouraged to **submit a non-binding letter of intent**, (please see Appendix A), to OVW by **December 16, 2004**. You may fax the letter to OVW at 202-307-3911. OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

Application Due Date

Please note that final applications are due **by 5:30 pm (EST) January 12, 2005 and will be accepted only through the U.S. Department of Justice's Office of Justice Programs (OJP) Online Grant Management System (GMS)**. Applicants should register online with GMS **by January 5, 2005**. It may take up to one week for you to receive confirmation that you are eligible to apply. In addition, an original hard copy must be received c/o Aspen Systems Corporation via overnight not later than **January 12, 2005**. We strongly recommend that you use a trackable shipping method that will allow you to confirm the delivery of your application. Applications received after the deadline will not be accepted for review.

Please refer to the "How to Apply" section later in the Solicitation for further instructions.

Program Eligibility

By statute, eligible grantees for the Arrest Program are **States², Indian tribal governments, State and local courts (including juvenile courts), and units of local government.³** For the purpose of this Program, **a unit of local government** is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a State; an Indian tribe that performs law enforcement functions as determined by the Secretary of Interior; or, for the purpose of assistance eligibility, any agency of the District of Columbia government or the United States Government performing law enforcement functions in and for the District of Columbia, and any Trust Territory of the U.S.

Police departments, pre-trial service agencies, district or city attorneys' offices, sheriff's departments, probation and parole departments, shelters, nonprofit, nongovernmental victim service agencies and universities are **not** units of local government for the purposes of this grant. Nonprofit, nongovernmental victim service agencies may include faith-based or community-based organizations. These agencies or organizations may assume responsibility for the development and implementation of the project, but they **must apply through a State, State or local court, Indian tribal government, or a unit of local government**.

²As defined in 42 U.S.C. § 3791, "State" means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands.

³As defined in 42 U.S.C. § 3791, "unit of local government" also includes any law enforcement district or judicial enforcement district that is established under applicable State law and has the authority to, in a manner independent of other State entities, establish a budget and impose taxes.

Certification of Eligibility

According to 42 U.S.C. § 3796hh(c) to be eligible to receive funding through this Program, applicants must:

- (1) certify that their laws or official policies—
 - (a) encourage **or** mandate arrests of domestic violence offenders based on probable cause that an offense has been committed; and
 - (b) encourage **or** mandate arrest of domestic violence offenders who violate the terms of a valid and outstanding protection order;
- (2) demonstrate that their laws, policies, **or** practices **and** their training programs discourage dual arrests of offender and victim;
- (3) certify that their laws, policies, **or** practices prohibit issuance of mutual restraining orders of protection except in cases where both spouses file a claim and the court makes detailed findings of fact indicating that both spouses acted primarily as aggressors and that neither spouse acted primarily in self-defense; and
- (4) certify that their laws, policies, **and** practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the State, tribal or local jurisdiction.

By statute, 42 U.S.C. § 3796hh-1 (a)(1)(A), all applications must include a certification by the **chief executive officer** of the State, Indian tribal government, State and local courts (including juvenile courts), or units of local government that conditions listed above are met or will be met by the statutory deadline. Please refer to Appendix B for a sample letter of certification.

Current grantees which do not meet all eligibility requirements at the time of application will not be considered for funding.

Submission of State and/or local statutes, laws and policies in lieu of a letter with proper certifications signed by the chief executive officer will not satisfy this statutory requirement. Applicants will not be contacted by OVW to correct certification letters. Applications which do not meet the statutory certification requirements will not be considered for funding.

Types of Applicants

In FY 2005, OVW will accept applications for the Arrest Program from both current grantees and new applicants.

New applicants are applicants that are not currently receiving funds through the Arrest Program. **Current grantees** include States, State and local courts, Indian tribal governments or units of local government that are currently implementing awards under the Arrest Program. Current grantees are eligible for continuation or supplemental funding to support on-going

activities or to enhance those activities for an extended period of time. **All applications will be subject to peer review and internal review by OVW staff. Those applications receiving the highest composite scores will be eligible for funding.**

A current grantee whose grant funds will be fully expended before April 1, 2005 should apply as a new applicant. Funding under this solicitation will not be available before August 1, 2005.

Grantees that received an award through the Arrest Program in FY 2003 or earlier are eligible to apply. Past recipients of Arrest Program awards, who applied for but did not receive continuation funding in FY 2004 are also eligible to apply.

Current grantees who received new or supplemental funding for 24 months in FY 2004 are not eligible to apply.

Program Scope

The scope of the Arrest Program is defined by the following statutory program purpose areas and program priority areas. Proposed projects must implement activities consistent with the statutory program purpose areas. Proposed projects **must** address at least one purpose area, but do not need to address multiple purpose or priority areas in order to receive support.

During the OVW internal review, applications that are partially out of scope will receive up to a 25 point deduction. Applications that propose projects that are substantially outside the scope of the Arrest Program statutory purpose areas will be disqualified from further funding consideration.

Statutory Purpose Areas

According to 42 U.S.C. § 3796hh (b) the Arrest Program will support projects that:

- Implement mandatory arrest or pro-arrest programs and policies in police departments, including mandatory arrest programs and policies for protection order violations;
- Develop policies, educational programs, and training in police departments to improve tracking of cases involving domestic violence and dating violence;⁴
- Centralize and coordinate police enforcement, prosecution, or judicial responsibility for domestic violence cases in groups or units of police officers, prosecutors, probation and parole officers, or judges;
- Coordinate computer tracking systems to ensure communication between police, prosecutors, parole and probation officers, and both criminal and family courts;
- Strengthen legal advocacy service programs for victims of domestic violence and dating violence, including strengthening assistance to such victims in immigration matters;
- Educate judges in criminal and other courts (including juvenile courts) about domestic violence and improve judicial handling of such cases;
- Provide technical assistance and computer and other equipment to police departments,

⁴ As defined by section 42 U.S.C. § 3796hh-4(3) the term dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

prosecutors, courts, and tribal jurisdictions to facilitate the widespread enforcement of protection orders, including interstate enforcement, enforcement between States and tribal jurisdiction, and enforcement between tribal jurisdictions, and

- Develop or strengthen policies and training for police, prosecutors, and the judiciary in recognizing, investigating, and prosecuting instances of domestic violence and sexual assault against older individuals⁵ and individuals with disabilities.⁶

Arrest Program Guidelines as it relates to:

Sexual Assault

Applications may address non-intimate sexual assault only for the purpose area that focuses on older individuals and individuals with disabilities (See Statutory Purpose Areas listed above). Otherwise, applications can address only those incidents of rape, sexual assault or stalking that occur within the context of dating and domestic violence.

Dating Violence

Dating violence can only be addressed through the appropriate statutory purpose areas described above. All applications addressing prevention activities (i.e., outreach to elementary and secondary schools, implementation of educational programs regarding domestic or dating violence intervention and public awareness campaigns) will be considered out of scope.

Provision of Legal Advocacy

Applicants may provide legal advocacy services to victims of domestic violence, including strengthening assistance to such victims in immigration matters, however, this does not include long-term legal representation in civil and criminal matters, such as family law cases (divorce, custody, visitation and child support), housing cases, consumer law cases and others.

Children

Applicants may not provide direct services to children, children who witness domestic violence and/or services addressing child maltreatment, except where such services are an ancillary part of providing services to victims of domestic violence such as providing child care services while the victim receives services. Additionally, funds may not be used to investigate or prosecute child abuse cases.

Program Priority Areas

By statute, 42 U.S.C. Section §3796(hh)(b) priority will be given to applications that:

- Illustrate that the jurisdiction does not currently provide for centralized handling of cases involving domestic violence by police, prosecutors, and courts;

⁵ As defined in section 102 of the Older Americans Act of 1965 (42.U.S.C. 3002).

⁶ As defined in section 3(2) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102(2)).

- Demonstrate a commitment to strong enforcement of laws, and prosecution of cases, involving domestic violence, including the enforcement of protection orders from other States and jurisdictions (including tribal jurisdictions);
- Have established cooperative agreements or can demonstrate effective ongoing collaborative arrangements with neighboring jurisdictions to facilitate the enforcement of protection orders from other States and jurisdictions; and
- Intend to utilize grant funds to develop and install data collection and communication systems, including computerized systems, and training on how to use these systems effectively to link police, prosecutors, courts and tribal jurisdictions for the purpose of identifying and tracking protection orders and violations of protection orders, in those jurisdictions where such systems do not exist or are not fully effective.

Also, OVW has an interest in projects that:

- Involve faith- and community-driven initiatives to address violence against women among diverse and traditionally underserved populations.
- Include dedicated parole and probation officers within existing or newly created domestic violence units to actively participate in holding perpetrators accountable.
- Develop innovative programs to improve judicial handling of domestic violence cases (i.e., specialized courts or dockets for domestic violence cases, enhanced judicial monitoring of domestic violence offenders, or the creation or enhancement of technology to provide prosecutors and judges access to case information on prior arrests.
- Develop and implement coordinated initiatives to address incidents of sexual assault and/or stalking occurring in the context of domestic violence.
- Address system accountability by conducting a safety audit of the jurisdiction's criminal justice system.

Activities that May Compromise Victim Safety

Ensuring victim safety is a guiding principle underlying this Program. Experience has shown that certain practices compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants are prohibited from proposing projects that include any activities that may compromise victim safety such as the following:

- Offering perpetrators the option of entering pre-trial diversion programs.
- Mediation or counseling for couples as a systemic response to domestic violence.
- Batterer intervention programs that do not use the power of the criminal justice system to hold batterers accountable for their behavior.

- Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on victims. Rather, procedures that provide victims with the opportunity to make an informed choice about whether to testify are encouraged.

Review Process

All applications will be subject to internal review by OVW staff and peer review and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are sent to peer review, only those sections of the application that are within scope will be reviewed.** Criteria for the initial internal review follow:

- Whether the application is complete (applicants will not be contacted for missing or incomplete application components);
- Whether the proposed activities are within the scope of the program;
- Whether all statutory eligibility criteria are met;
- Whether the application proposes significant activities that may compromise victim safety;
- Whether the proposed budget is within the established caps.

In addition, applications for continuation funding will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities.

OVW will establish panels of experts and practitioners to review applications. Each panel will review the information provided in the application against the selection criteria for the program. Following peer review, a second internal review will consider the geographic distribution of the applications for a national and statewide perspective, the ratio of population to services, the existence of underserved communities, and the type of projects already funded within an applicant's state or community. The total points possible for an application are 100 (65 points for Narrative, 15 points for Budget, and 20 points for the MOU). Applications with the highest composite scores will be eligible to receive funds available for this grant program.

Application Content

Applicants must complete each of the following sections as part of their proposals. **Applicants will not be contacted for missing sections or incomplete information. OVW may remove the application from consideration prior to peer review if the application is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. Please be sure to number each page of the application. Peer reviewers will not receive materials submitted beyond those required by this solicitation.

Applicants must use the following page format requirements:

- ☐ Double spaced
- ☐ 8 ½ x 11 inch paper
- ☐ One inch margins
- ☐ Type no smaller than 12 point, Times New Roman font
- ☐ No more than one page each for Summary Data Sheet and Abstract
- ☐ No more than 5 pages for Status of the Project (if applicable)
- ☐ No more than 20 pages for the Project Narrative

Peer reviewers will not review applications exceeding the page limits, or their equivalent.

DUNS Number

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **The DUNS number will be entered into GMS by the applicant. An application will not be considered complete until a valid DUNS number is provided by the applicant.**

Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

If you have any questions about the DUNS number requirement, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this program is 16.590. The cognizant Federal audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the applying entity. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

Summary Data Sheet

Please identify the following:

- The agency and type of agency (i.e., local government, state government, tribal government, state or local court) applying for funding;
- The nonprofit, private faith- or community-based victim services program

- collaborating on this project;
- Whether this is a new or continuation application;
- Whether this project is a local, tribal, multi-jurisdiction (involving 10 or more counties), statewide, regional (multiple states), tribal consortium or court project;
- The regional area(s) (city, town, tribal area, county, parish) where this project will be implemented; and
- The Arrest Program Statutory Purpose Areas and Priority Areas addressed by this proposal.

Abstract/Proposal Summary:

The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should concisely describe proposed project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

Abstract will be reviewed by the peer review panel according to the following criteria:

- Conciseness; and
- Accuracy in summarizing the Project Narrative.

Status of the Current Project: Applicants for continuation funding only. This section will be used for internal review only. The application may receive a deduction in points based on the criteria listed below. This section should be provided on a separate page, and should not exceed 5 pages. State what has been accomplished with previous funding under the Arrest Program, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products;
- Any unanticipated obstacles to project implementation.
- A list of OVW sponsored trainings attended, including the name of the training event, date of attendance, and the number of people who attended.

This section should be as clear and succinct as possible.

Current projects will be rated by OVW using the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;
- Whether the grantee has demonstrated that past activities supported with Arrest funds have been limited to program Purpose Areas;

- Whether the grantee has complied with all special conditions of its existing grant award from the Department of Justice (DOJ);
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has completed the project goals, objectives, and products according to the approved time line;
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from OVW; and
- Whether the grantee has complied with the Office of Management and Budget audit requirement.

Project Narrative:

The narrative should include the following:

The Project Narrative may not exceed 15 double-spaced typed pages. The narrative should include the following:

Need for the Project: 10 points

This section should briefly:

- Describe the problem to be addressed and how funding would alleviate it;
- Identify the target population and state how the target population would benefit from the proposed project (*please use current demographic information in order to be as specific and detailed as possible when describing the population to be served*);
- Describe the communities in which the project would be implemented, including location, population, and demographic information; and
- Describe the proposed project complements the State's STOP Violence Against Women Implementation Plan and Byrne Formula Grant Statewide Strategy.

Selection Criteria

This section will also be rated on the following:

- The impact of current or prior efforts to prevent and reduce domestic violence in the jurisdiction;
- The need or continued need for the project; and
- The description of the community to be served-including diverse, traditionally, underserved populations of victims of domestic violence and how the proposed project will address their needs.

What Will be Done: 40 points

This section should detail the project goals and objectives, describing the specific tasks and activities necessary for accomplishing each, and including a time frame that identifies when activities will be accomplished. The applicant should describe how additional funding will continue and/or enhance any existing projects.

This section should also include tangible products that will be generated: (e.g., a video, a brochure, a curriculum and how they could be used to assist other jurisdictions that wish to implement mandatory or pro-arrest policies to address domestic violence). Products are not required. Some jurisdictions would not benefit from developing new products.

Who Will Implement the Project: 10 points

Applicants must identify the agency(ies) or office(s) responsible for implementing the project. Applicants must also identify all of the intended project partners, specifying their respective roles and responsibilities, and the collaborative relationship to be developed or enhanced. A description of the expertise or experience of key staff should also be included. Position descriptions and resumes that are available should be appended to the application. Applicants under this program may not issue a Solicitation/RFP redistributing these funds to previously unidentified partners or subgrantees, after receiving an award.

In addition, all applicants **are required** to collaborate with nonprofit, nongovernmental faith- and/or community-based organizations, serving victims of domestic violence and/or sexual assault. Nonprofit, nongovernmental sexual assault and domestic violence victim service organizations must be involved in the **development and implementation** of the project.

Victim service organizations, whether faith- or community-based, should meet all of the following criteria:

- Provide services to victims of domestic violence, sexual assault, dating violence, or stalking as one of their primary purposes;
- Address a demonstrated need in their communities by providing services that promote the dignity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- Do not engage in activities that compromise victim safety.

In developing an application for the Arrest Program, jurisdictions are encouraged to consider some important distinctions between the following:

- Victim advocates who work for government agencies (e.g., the police department or the district or city attorney's office);
- Victim advocates who represent faith- or community-based nonprofit, private sexual assault and domestic violence programs (e.g., shelters, advocacy groups or coalitions); and
- Legal advocates (e.g., students from law school clinics, paralegals, attorneys working for legal service agencies or independent attorneys).

While there is an important role for all victim advocates to play in the creation of a coordinated community response to domestic violence, VAWA requires the participation of nonprofit private sexual assault or domestic violence programs in developing and implementing the project. This

does not preclude applicants from requesting support for government agency victim services but the budget and budget narrative must distinguish between the two and should include compensation for the contributions of nonprofit, private victim service agencies. In addition, if funding is requested for *both* governmental and non-governmental victim assistance and advocacy, the project narrative must explain how these different entities will collaborate.

Sustainability Plan: 5 points

Because this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Arrest Program were no longer available.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term. **Continuation or supplemental funding is not guaranteed and applicants are encouraged to seek additional means of support to sustain their current projects.**

Budget Detail Worksheet and Narrative: 15 Points

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide project development, training, and implementation. Applicants under this program may not issue a Solicitation/RFP redistributing these funds to previously unidentified project partners or subgrantees, after receiving an award. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions.

Budget Caps

Funding to support the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program in Fiscal Year 2005 is contingent upon Congressional appropriation of funds. Therefore, awards under this program are subject to the availability of a Congressional appropriation. Because funds are limited, applicants should carefully consider the resources needed to implement a community-wide project and present a realistic budget that accurately reflects the costs involved, for a 24-month budget. Current grantees should conduct a thorough assessment of their continuation needs. Budget caps will be considered based on the following service area population formula. If your service area includes a population of up to 500,000, your budget should not exceed \$400,000; over 500,000 but below 900,000, your budget should not exceed \$750,000; and 900,000 and over your budget should not exceed \$1,500,000. Applications should include a service area map identifying the service area to be served.

Five-year (2 + 2 + 1) Pilot Funding Plan

In FY 2005, the Arrest Program is offering two different funding options: 1) a standard 24-month award; or 2) an optional 5-year Pilot Funding Plan. Applicants may elect to apply for the Five-year Pilot Funding Plan. **(Note: Up to 10 jurisdictions will be selected to participate in the Five-year Option Plan).** Under the "Pilot" Plan successful applicants will receive funding in descending amounts over a five-year period, and will not be required to compete for continuation funding after the first year. Subsequent funding, however is contingent upon continued appropriations for the program, and grantee compliance with program requirements and grant award special conditions. Continuation funding is, therefore, not guaranteed. Subject to the stated contingencies, awards will be made in the following manner: successful applicants will receive an initial award in FY 2005, based on a 24-month budget funded at 100%; a subsequent award will be made in FY 2007, based on a 24-month budget funded at 75% of the initial award amount; and in FY 2009, the final award will be based on a 12-month budget funded at 50% of the initial award.

Successful applicants will be required to submit a 5-year strategic plan describing their commitment and capacity to continue the project when federal funds are decreased and no longer there.

Applicants are not eligible to compete for Arrest funding for up to 12 months after the project end date. (Note: If you are applying under the Five-year Pilot Funding Plan, please submit a program narrative and budget to reflect 24 months only.)

OVW has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant. In addition, OVW reserves the right to reevaluate the continuance of the Five-Year Pilot Funding Plan.

Budget requirements

The following is a short list of budget guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day because they require prior approval from the Director of the Office on Violence Against Women.
- A contribution of non-Federal dollars ("match") is not required for this program, but applicants are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.
- All applicants **are required** to allocate funds (\$15,000 for the project period for local, individual tribal projects, and state or local courts and \$30,000 for project period for statewide, multi-jurisdictional, regional and tribal consortium projects), to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Note: Applications from Alaska, Hawaii, Guam, Northern Mariana Islands, and American Samoa should set aside an additional \$5,000 for the above purpose. Rural jurisdictions may choose to allocate a reasonable portion of its travel funds to request in-house training, facilitated by a designated OVW technical provider. The required technical assistance amount must be

included in the “travel” category. Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers. If awarded, the jurisdiction will be required to send representatives to at least four (4) trainings during the twenty-four month project period. Request for training other than OVW-sponsored trainings will be reviewed and approved on a very limited case-by-case basis.

- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by OJP’s Office of the Comptroller. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at www.ojp.usdoj.gov/oc/fmts.htm.

A Sample Budget Detail Worksheet is included in Appendix C of this solicitation. The budget and budget narrative should be submitted online as one attachment under “Budget Narrative.” When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

Memorandum of Understanding (MOU): 20 points
(MOU should not exceed 5 pages)

Applicants are required to provide documentation that demonstrates they have consulted and coordinated in a meaningful way with nonprofit, private sexual assault and domestic violence programs. OVW requires this to be done by the submission of an MOU. (42 U.S.C. Section 3796hh-1)(a)(4).

Each applicant must include, as an attachment, a current (i.e., signed and dated during the development of the proposal) MOU created and signed by the chief executive officers and/or directors of:

- Relevant criminal justice agencies participating in project development or implementation, (e.g., law enforcement, prosecution, the courts and probation);
- Nonprofit, private sexual assault and domestic violence organizations that represent the views and concerns of domestic violence victims; and Other community agencies or organizations that will collaborate to implement the project.

The MOU must do the following:

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each partner’s participation in developing the application;

- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties; and
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training).

In addition, OVW requires all grantees to complete a Semi-Annual Progress Report which will involve input from some or all project partners. In developing the MOU, applicants are encouraged to include a statement of the roles and responsibilities each organization would assume in meeting grant report requirements. For more information on these requirements, please refer to section titled, "Performance Measurement".

To demonstrate evidence of collaboration, the MOU must be a single document signed by appropriate representatives from all partnering agencies.

Page limit does not include signature page.

Letters of support may not be submitted in lieu of the MOU.

After you have completed the SF-424 and attached the project narrative and budget worksheets in GMS and received confirmation and an application number, please fax the MOU to (202) 354-4147 and mail original to c/o Aspen Systems Corporation. Be sure to reference your application number and the title of the OVW program to which you are applying on the faxed documents.

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through GMS.

NOTE: If the authorizing official is not the individual submitting the application via GMS, be sure the correct authorizing official information has been entered.

Anti-Lobbying Act

In 2002, the Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally-appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law,

regulation, or policy, at any level of government, without the express approval of OVW. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Certification of Nonsupplanting

Applicants must submit a letter to OVW's Director, Diane M. Stuart, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. This letter must be faxed to 202-307-3911 or electronically scanned and submitted as an attachment via GMS. Please refer to Appendix D for a sample letter.

Indirect Cost Rate Agreement

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement.

Additional Program Requirements

Technical Assistance

Grant recipients are required to work collaboratively with staff from OVW and OVW designated technical assistance providers. Grant recipients will be asked to identify advocates from local sexual assault and domestic violence victim services programs, law enforcement officers, prosecutors, judges, and other representatives from the criminal justice system and the community to participate in technical assistance events. Individuals attending mandatory technical assistance events do not have to be grant funded personnel. Participation in technical assistance events will often involve out-of-state travel, therefore applicants are required to include funds in the project budget to support travel costs associated with these activities.

Technical Assistance set-aside funds are only to be used to cover travel costs to attend trainings provided by OVW designated technical assistance providers. These providers offer a full range of training opportunities throughout the year. If awarded, the jurisdiction will be required to send representatives to at least four (4) trainings during the twenty-four month project period. Request for training other than OVW-sponsored trainings will be reviewed and approved on a very limited case-by-case basis.

Performance Measurement

There are two statutory requirements that require OVW grantees to collect and maintain data that measures the effectiveness of the funded projects. First, the Government Performance and Results Act of 1993 (GPRA) requires agencies to report on the results of government programs and activities. Second, the Violence Against Women Act of 2000 mandates that all OVW grant recipients report on the effectiveness of their programs. To address these statutory requirements, OVW has developed an Arrest Program semi-annual Progress Report that requests specific data on grantee activities. Information that grantees must collect for this progress report includes:

Under the Government Performance and Results Act (GPRA) and VAWA 2000, grantees are required to collect and maintain data that measure the effectiveness of their grant-funded activities. Accordingly, the grantee agrees to submit semi-annual electronic progress reports on program activities and program effectiveness measures. Information that grantees must collect under GPRA and VAWA 2000 includes, but is not limited to: 1) number of persons served; 2) number of persons seeking services who could not be served; 3) the number and percentage of arrests relative to the number of police responses to domestic violence incidents; 4) the number of protection orders issued; and 5) the number of victim advocates supported by grant funding.

Reporting Requirements

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$500,000 or more in Federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

OJP Financial Guide

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the OJP web page: <http://www.ojp.usdoj.gov/FinGuide>.

Suspension or Termination of Funding

OVW may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient who has failed to comply substantially with the following:

- The requirements of VAWA and statutory objectives of the Arrest Program;
- Timely submission of quarterly Financial Status Reports;
- Timely submission of semi-annual Progress Reports;
- The regulations and/or guidelines issued for the Arrest Program and any other regulations applicable to OVW grantees; or
- The application submitted in accordance with the provisions of VAWA or any other applicable federal Act.

OVW will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the Department of Justice regulations at 28 CFR Part 18. References to the Office of Justice Programs and its components are deemed to refer to the Office on Violence Against Women. The responsible agency official, as defined by 28 CFR § 18.3(h), is the director, Office on Violence Against Women.

Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC) if one exists, and if this program has been selected for review

by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at: <http://www.whitehouse.gov/omb/grants/spoc.html>.

Faith-Based Organizations

Consistent with President Bush's Executive Order 13279, December 12, 2002, and 28 CFR Part 38 and 90.3, it is OVW policy that faith-based and community organizations, that statutorily qualify as eligible applicants under OVW programs, are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with non faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of OJP. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

Services to Limited-English-Proficient (LEP) Persons:

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov or by contacting the Office of Justice Program's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, N.W., 8th Floor
Washington, DC 20531

How To Apply

Applicants must submit a fully executed application to OVW through the **Grant Management System (GMS)**, including all required supporting documentation. **Faxed applications will not be accepted. However, certain supporting documentation may be submitted to GMS via fax as described below.** Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files, (.pdf), or Text Documents (.txt). (Please refer to Appendix E, the Step-by-Step Guide to OJP's Grants Management System.)

The following documents must be submitted via GMS:

- the SF-424;
- Certifications and Assurances;
- the project abstract and project narrative; and
- the budget, budget summary, and budget narrative.

Supporting documentation can be submitted either via fax to 202-307-3911, or electronically through GMS, and can include:

- Certification of nonsupplanting
- An MOU
- Jurisdiction – Service Area Map
- A current Indirect Cost Rate Agreement (if applicable)
- Letter of Certification

Note: The Catalog of Federal Domestic Assistance number for the Arrest Program is 16.590.

The application number **must** be included on the cover page of all faxes. Detailed instructions on how to use the GMS system to submit your application online are available at OVW's web page, www.ojp.usdoj.gov/vawo. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

Additionally, to help expedite the peer review process, **the hard copy original including all supporting documentation must be received by January 12, 2005 via overnight delivery. We strongly recommend that you use a trackable shipping method which will allow you to confirm the delivery of your application. Applications received after the deadline will not be accepted for review. A hard copy original must be forwarded to:**

**Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program
c/o Aspen Systems Corporation
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850**

Application Due Date

Applications must be electronically received by the close of business (9:00 pm EST) on **January 12, 2005**. The application attachments (e.g., MOU, Letter of Non-Supplanting, etc.) that may be faxed to 202-307-3911 or submitted through GMS as attachments must also be received by 9:00pm p.m. EST on **January 12, 2005**. The hard copy original must be received by Aspen via overnight delivery not later than **January 12, 2005**. Applicants should retain proof of timely submission.

We recommend that you register through GMS at least two weeks before the application due date, or not later than **January 5, 2005**. All applicants must receive confirmation of eligibility that they are eligible to submit an application through GMS prior to completing the application submission process.

For additional information, please contact the Office on Violence Against Women at (202) 307-6026.

Appendix A

Letter of Intent

Office on Violence Against Women
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20531

To Whom It May Concern:

I intend to apply for funds under the FY 2005 Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program.

Name:

Date:

Position:

Organization:

Address:

City/State/Zip:

Phone:

FAX:

E-mail:

**Please FAX to:
Office on Violence Against Women
ATTN: The Arrest Program
Office of Justice Programs
202/305-2589**

Please submit by December 16, 2004

Reminder: By statute, eligible grantees for the Arrest Program are States, Indian tribal governments, State and local courts (including juvenile courts), and units of local government (see Program Eligibility, page 2-3, for further information). If your agency does not meet this requirement, you are ineligible to apply for Arrest Program grant funds.

Appendix B

Quick Tips to Certification of Eligibility Letter

- Pay close attention to certification #5. As a result of VAWA 2000, additional stipulations have been added to this requirement. For help assessing your compliance with this requirement, please go to:
www.ojp.usdoj.gov/vawo/filingfeeschart.htm
- Ensure all language in the letter reflects what is outlined in the solicitation and highlighted in the following sample letter. *Note: an “and” or an “or” in the incorrect place or missing can make the letter wrong, therefore making the application ineligible for funding; and*
- Have the Chief Executive Officer sign the letter. *Examples: Governor for a state applicant, Chief Justice for a court applicant and Mayor, County Executive or Tribal Chairman for unit of local government or Indian Tribal government applicant.*

Sample Certification of Eligibility Letter

SAMPLE

[Applicant Letterhead]

[date]

Office on Violence Against Women
Department of Justice
810 7th Street, NW
Washington, DC 20531

Re: Application #2005-XXXXX-XX-XX

Dear Ms. Stuart

As Chief Executive Officer of [enter jurisdiction name], I submit this letter to certify to the following:

1. the laws or official policies of [the jurisdiction] encourage or mandate arrests of domestic violence offenders based on probable cause that an offense has been committed;
2. the laws or official policies of [the jurisdiction] encourage or mandate arrests of domestic violence offenders who violate the terms of a valid and outstanding protection order;
3. the laws, policies, or practices and the training programs of [the jurisdiction] discourage dual arrests of offender and victim;
4. the laws, policies, or practices of [the jurisdiction] prohibit issuance of mutual restraining orders of protection except in cases where both spouses file a claim and the court makes detailed findings of fact indicating that both spouses acted primarily as aggressors and that neither spouse acted primarily in self-defense; and
5. the laws, policies, and practices of [the jurisdiction] do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the State, tribal, or local jurisdiction.

Sincerely,
[chief executive officer]

Appendix C

SAMPLE

OMB Approval No. 1121-0188

Expires 5-98 (Rev. 12/97)

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes a 24 month budget period.)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project.

Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Ellen Smith, Investigator	$(\$50,000 \times 100\% \times 2)$	\$100,000
1 advocate	$(\$50,000 \times 100\% \times 2)$	\$100,000
Administrative Assistant	$(\$40,000 \times 50\% \times 2)$	<u>\$40,000</u>
		\$240,000
Cost of living increase	$(\$120,000 \times 2\% \times 1\text{yr})$	\$2,400
Overtime per investigator	$(\$37.5/\text{hr} \times 200 \text{ hrs})$	\$7,500

The investigator and the advocate will be assigned exclusively to domestic violence unit. A half-time administrative assistant will prepare reports and provide other support to the unit. A 2% cost of living adjustment is scheduled for all personnel during year number two. Overtime will be needed during some investigations.

TOTAL **\$249,900**

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Investigator, 1 Advocate & Admin. Asst.		
Employer's FICA	\$242,400 x 7.65%	\$ 18,544
Retirement	\$242,400 x 6%	\$ 14,544
Health Insurance	\$242,400 x 12%	\$ 29,088
Workman's Compensation	\$242,400 x 1%	\$ 2,424
Unemployment Compensation	\$242,400 x 1%	\$ 2,424
Investigator Overtime		
FICA	\$7,500 x 7.65%	\$ 574
Workman's Compensation	\$7,500 x 1%	\$ 75
Unemployment Compensation	\$7,500 x 1%	\$ 75
	TOTAL	<u>\$ 67,748</u>

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Training	Minneapolis	Airfare	(\$150 x 2 people x 2 trips)	\$ 600
		Hotel	(\$75/night x 2 nights x 2 people x 2 trips)	\$ 600
		Meals	(\$35/day x 3 days x 2 people x 2 trips)	\$ 420

The two advocates will attend training on domestic violence in Minneapolis in October.

\$15,000 OVW-designated Technical Assistance (Locations unknown at this time)

3 trips,	Investigator		
	Airfare	(3 trips x \$525)	\$ 1,575
	Lodging	(\$75/night x 3 trips x 4 nights)	\$ 900
	Per Diem	(3 trips x \$35/day x 5 days)	\$ 525

4 trips, Investigator & 2 Advocates

Airfare	(3 persons x 4 trips x \$525)	\$ 6,300
Lodging	(3 persons x 4 trips x \$75/nightsX 4 nights)	\$ 3,600
Per Diem	(3 persons x 4 trips x \$35/day X 5 days)	\$ 2,100

The organization's established travel policies will be utilized.

TOTAL \$16,620

D. Equipment -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
3 -Pentium III Processor	(\$2,000 x 3)	\$6,000
Video Camera		\$1,000

The computers will be used by the investigator and the advocates to analyze case and intelligence information. The camera will be used for investigative and crime scene work.

TOTAL \$ 7,000

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$50/mo x 24 mos)	\$ 1,200
Postage	(\$20/mo x 24 mos)	\$ 480
Training Materials	(\$2/set x 500 sets)	\$ 1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the investigators to train patrol officers how to preserve crime scene evidence.

TOTAL \$ 2,680

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
		TOTAL <u>0</u>

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Jane Doe	Domestic Violence Trainer	(\$150/day x 30 days)	\$4,500

Jane Doe, Domestic Violence Trainer, will be hired, as needed, to assist with the education of the local law enforcement officers and the court personnel.

Subtotal \$ 4,500

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
Airfare	San Diego	\$400 x 6 trips	\$2,400
Hotel and Meals		(\$100/day x 30 days)	\$3,000

Jane Doe is expected to make up to 6 trips to provide training and technical assistance to the project.

Subtotal \$ 5,400

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
Not applicable	Subtotal <u>0</u>

TOTAL \$ 9,900

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Rent	(700 sq. ft. x \$15/sq. Ft.) (\$875 mo. x 24 mos.)	\$21,000

This rent will pay for space for the domestic violence unit. No space is currently available in city owned buildings.

Telephone	(\$100/mo. x 24)	\$2,400
Printing/Reproduction	(\$150/mo. x 24)	\$3,600

TOTAL \$ 27,000

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
--------------------	--------------------	-------------

TOTAL _____ 0

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$ <u>249,900</u>
B. Fringe Benefits	\$ <u>67,748</u>
C. Travel	\$ <u>16,620</u>
D. Equipment	\$ <u>7,000</u>
E. Supplies	\$ <u>2,680</u>
F. Construction	\$ <u>0</u>
G. Consultants/Contracts	\$ <u>9,900</u>
H. Other	\$ <u>27,000</u>
Total Direct Costs	\$ <u>380,848</u>
I. Indirect Costs	\$ <u>0</u>
TOTAL PROJECT COSTS	\$ <u>380,848</u>
Federal Request	\$ <u>380,848</u>
Non-Federal Amount	\$ <u>NA</u>

Appendix D

Sample Certification of Nonsupplanting

SAMPLE

[Applicant Letterhead]

[date]

Diane Stuart
Director
Office on Violence Against Women
810 7th Street, NW
Washington, DC 20531

Dear Ms. Stuart:

[Applicant] certifies that any funds awarded through the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program will be used to supplement existing funds for program activities and will not replace (supplant) non-federal funds that have been appropriated for the purpose of providing assistance to victims of domestic and dating violence. The [name of applicant] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]

APPENDIX E

Step-by-Step Guide to OJP's Grants Management System

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.590, titled Grants to Encourage Arrest Policies and Enforcement of Protection Order Program."

OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). To access the system, go to **<https://grants.ojp.usdoj.gov>**. Attachments submitted via GMS must be in one of the following formats: Microsoft Word document (.doc), PDF file (.pdf), or text documents (.txt).

Applicants should use all criteria and guidelines found in this program solicitation to help them prepare their grant application. Applications must be submitted to OJP electronically through GMS no later than 9:00 p.m. ET on January 12, 2005. However, to allow adequate time to register on the online system, applicants must register for this solicitation (see Step 2 below) by January 5, 2005.

Applicants who experience difficulties at any point in this process should call the GMS Help Desk at 1-888-549-9901 option # 3.

Step 1: Signing On

Applicants who already have a GMS user ID and password should select "GMS Sign-In." Even applicants who already have a user ID will not be considered registered for the solicitation until they have signed on to GMS and selected the appropriate solicitation. To do so, proceed to step 2.

Applicants who do not have a GMS user ID and have verified that their organization has never submitted an application in the GMS should select "New User? Register Here." To verify whether or not a user ID has been assigned to your organization, please call the GMS helpdesk (1-888-549-9901 option # 3). After providing all the required information, click "Create Account" at the bottom of the page. Keep in mind that punctuation can not be used when providing the required information (only characters). Applicants should be sure to note their user ID and password, which are both case sensitive.

Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. An application will not be considered complete until a valid DUNS number is provided by the applicant. Applicants can receive a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

Step 2: Registering on GMS/Selecting the Program

After you have logged onto the system using your user ID and password, click on “Funding Opportunities.”

Select the “Office on Violence Against Women” from the drop-down list and click “Search.” This will narrow the list of solicitations within the Office of Justice Programs to those in OVW.

From the list of OVW grants, find “Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program” and click “Apply Online.”

Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking “Continue.”

Step 3: Completing the Overview Information

Once you have selected the solicitation, you have completed your registration. You can either complete the application or log off and continue this process at a later time. To verify that you have registered, click the “GMS home” button located on the left side towards the bottom of the page. This will take you to your homepage. You should now see a grey and yellow shaded box with an application number in it. The application number is verification of your registration.

To continue, select the type of application by choosing “Application Non-Construction” in the “Type of Submission” section.

Select “New” in the drop-down box for “Type of Application.”

If your state has a review and comment process under Executive Order 12372 (available online at <http://policy.fws.gov/library/rgeo12372.pdf>), then select either “Yes” and the date you made this application available under that review or “N/A” because this program has not been selected by your state for such a review. If your state does not have such a process, then select “No. Program Not Covered by E.O. 12372.”

Click “Save and Continue.”

Step 4: Completing the Applicant Information

Answer “Yes” or “No” to the question about whether or not your organization is delinquent on any federal debt.

The information you submitted during the registration process will appear on this page. Check this information for accuracy and relevance to your organization and make any needed changes.

Click “Save and Continue.”

Step 5: Completing the Project Information

Provide a title that is descriptive of your project.

List the geographic areas to be affected by the project.

Enter start and end dates for the project that fall within the parameters described in the solicitation guidelines (e.g., 24 months).

Select all of the congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.

Enter the amount of the grant for which your organization is applying on the federal line under the “Estimated Funding” section. When inputting this number, **do not** use commas. The system will not accept the information if commas are used.

Click “Save and Continue.”

Step 6: Uploading Attachments

You will be asked to upload three attachments to the online application system. Please note that files attached to applications submitted online in GMS must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or text documents (.txt). (See Application Content for detailed instructions about the information to include in each attachment.)

- Budget Detail Worksheet (Attachment #1).
- Program Narrative (Attachment #2).
- Other Program Attachments (Attachment #3).

To upload these documents, click “Attach.” A new window will open. To continue, click “Browse” and find the file on your computer or the network drive from which you wish to upload, then click on “Upload Your Document.” A window that says “File Upload Successful” should pop up. Next to the upload list, the notation should change to “Attachment OK.” Repeat these steps for all three uploads. Even if your application only has two attachments, you will need to upload a third attachment (e.g. a document saved as “blank attachment”) for GMS to accept your application.

Please note: Depending on the size of the attachment and/or your computer connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted and no exceptions will be granted. Please plan accordingly.

If you encounter any difficulties uploading your file, click on “Tips for Successful Upload.” This document will explain the usual problems with uploading files and will help you through them.

Click “Save and Continue.”

Step 7: Completing the Assurances and Certifications

You will need to accept both the assurances document and the certifications document. To do so, click on the links marked “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.”

Read both documents. At the bottom of each one, click the “Accept” button.

When you have accepted both documents, enter the correct personal information for the person submitting the application.

Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurance and certifications.

Click "Save and Continue."

Step 8: Reviewing the SF-424

By answering the questions contained in GMS, you have completed the Standard Form 424 and forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.

If you need to make changes to any portion of the application, simply click that section along the left side of the screen and be sure to click "Save and Continue" after making any changes.

When you are sure that the information is accurate, click "Continue."

Step 9: Submitting the Application

A list of application components will appear on the screen. It should say "Complete" before each component. If it says "Incomplete" then click on the word and it will take you back to the section that needs to be completed. At the top of that screen, it will explain what is missing.

In addition, read below the list of components for any language telling you that your user ID has not been approved. Even if you have a complete application, you will be unable to submit it until OVW has approved your user ID. OVW will approve your user ID within 5 business days after you begin your application.

Documents that cannot be submitted electronically through GMS (e.g. MOU, and letter of non-supplanting) must be faxed to 202-307-3911. You must include your GMS application number and the Program title of the OVW program to which you are applying on all materials submitted by fax.

Note: If the applicant notifies OVW in advance of the deadline of its inability to submit an application electronically and demonstrates that it has made reasonable efforts to comply with the requirement to submit its application electronically, OVW may, at its discretion, allow submission of the application in a paper version via overnight express only. (General mail delivery is still delayed by heightened security screenings in the D.C. area.) The applicant must continue its efforts to submit an application electronically. An application approved for submission in hard copy/paper version will be accepted only if it is postmarked no later than the date of the application deadline and is sent to the address listed in the "How to Apply" section.